



Human Resources

REQ. # 11-043

DATE POSTED: September 26, 2011

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09/26/2011 TO 09/30/2011
but will remain open until filled

DEPARTMENT/DIVISION
PARKS, RECREATION & FACILITIES

POSITION AVAILABLE
SR FISCAL ASSISTANT

OF OPENINGS
1
PAY RANGE
\$13.09 - \$19.97
COMMENTS
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

SR. FISCAL ASSISTANT

PAY GRADE 14

SALARY : \$13.09 - \$19.97/hr

JOB CODE: 913

EFFECTIVE DATE: 06/02/2010

MAJOR FUNCTIONS

This is an independent fiscal position which is responsible for overseeing or implementing the budget, accounting and fiscal operations of a division or County program. Generally reports to a division manager, coordinator or fiscal specialist.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge:

1. Broad knowledge of budgeting, accounting, purchasing, inventory and financial management.

Abilities:

1. Present budgetary and financial information in an organized and understandable manner.
2. Establish effective working relationships with external agencies, County staff and the general public.
3. Understand grant and fiscal procedures and regulatory requirements.
4. Work with limited supervision in an accurate and timely manner.

Skills:

1. Intermediate proficiency in MS Windows and Office software (Excel, Word, and PowerPoint) and Banner (or related) accounting system.
2. Communicate effectively, both verbally and in writing.

ESSENTIAL JOB FUNCTIONS

1. Track and/or oversee all division/program revenues and expenditures, assure accuracy and compliance with County policies and procedures, statutes, regulations and GAAP.
2. Ensure errors or discrepancies are avoided or corrected in a timely manner.
3. Ensure all documentation is accurate and in order.
4. Prepare and review financial reports, including but not limited to, budgets, grant monitoring and reporting requirements, information reports and basic analyses.
5. Monitor the division/program fiscal position and alert supervisor to concerns in a timely manner.
6. Ensure all purchases are in compliance with County policies and procedures, including but not limited to, signing authority, purchasing card statements, purchase orders, contracts and work authorizations.
7. Prepare and/or monitor division/program grants, contracts and agreements including expenditures and required reports.
8. Prepare or assist in preparing agenda items related to budgets, grants, purchases or grants and contracts.
9. Assist coordinators and managers with all fiscal/grant reports and requirements.
10. Maintain and update inventory.
11. May train and/or supervise administrative or fiscal staff.
12. Perform other related work as required, including administrative or program support.

ESSENTIAL PHYSICAL SKILLS

Good vision and hearing with or without correction. Use of both hands and fingers with dexterity. Occasional walking and standing is required.

WORK HAZARDS Possible vision or hand/arm dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION

Graduation from high school or general equivalency diploma.

EXPERIENCE

At least two years of experience in general office, accounting, contract and grant management or related field. Additional education may be substituted for one year of experience.

LICENSE CERTIFICATION OR REGISTRATION

Valid Florida driver's license with a clean driving record and the ability to drive.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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